

# Geography Peoples' Society

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## Resources

- GPS Website: uwogps.com
- SSSC Website: ssscwestern.ca
- UWO Geography Website: geography.uwo.ca

## Meetings

- Undergraduate Affairs Committee (UAC)
  - o Monthly meeting chaired by Professors within the department
  - o Attended by President, VP Academics and GIS Reps
  - o Discuss issues concerning undergraduate courses (i.e., prerequisites, anti-requisites, descriptions), module requirements, as well as strategic plans regarding course and program enrollments. Currently working on the self-study for the Undergraduate Program Review
- Department Meetings
  - o Monthly meetings attended by professors and graduates within the department to discuss initiatives within the program – similar to UAC but geared more towards Research and Graduate Studies
  - o Attended by President
- GeoGrad Society
  - o Website: <https://geogradsblog.wordpress.com/>
- Social Science Students' Council (SSSC)
  - o Group of elected representatives who meet bi-weekly to discuss university affairs, events, academics and finances within the faculty of social science
  - o One department representative from each department
  - o Meetings are OPEN! Anybody can attend and if you attend >3 meetings you gain speaking rights as a member-at-large!
- Student Donation Fund Committee (SDF)
- Geography Department Chair: Jamie Voogt
- Undergraduate Department Chair: Peter Ashmore

## Roles & Responsibilities

### **President**

- Set the overall direction of the club
- Sit on the Undergraduate Affairs Committee and Departmental Council
- Support and assist the VPs wherever necessary
- Build a strong relationship with the Geography faculty and the SSSC
- Work closely with the Undergraduate Advisor and Department Chair
- Chair biweekly meetings, and open monthly meetings
- Ensure every member on the club is aware of their roles & responsibilities
- Make recruiting first and second years a priority
- Help to ensure that every event run by GPS goes smoothly
- Schedule GPS Meetings, book room, responsible for the key
- Design and sell Geography Merchandise
- Order and design GPS Executive Merchandise
- Maintain a close connection with the GeoGrad Society
- Responsible for financial accounts
- Ensure the Geography Department is aware of the GPS, our events, and the executive

### **VP Academics**

- Sit on the Undergraduate Affairs Committee
- Plan Career Night
- Maintain the study room – run whenever they think it will be beneficial
- Schedule volunteers for (and attend) Fall Preview Day and March Break Open House
- Plan de-stress events
- Work closely with the Undergraduate Advisor
- Create schedule for exam time study rooms
- Book room for all study rooms

### **VP Communications**

- Maintain regular communication and updates of meetings, events and activities
- Maintain and update the GPS website
- Disseminate GPS related information through social media
- Promote awareness through promotional campaigns within the undergraduate community
- Compose emails to send out to all undergrads about events
- Create posters for all events that are relevant to the activity/event
- Ensure our social media accounts are regularly maintained/updated with our daily posts (ex. Map Monday, Western Wednesday, Shoutout Saturday, etc.)

### **VP Events**

- Implement various programming throughout the year
- Plan all events (excluding Academic ones)
- Work with GeoGrad Society for Wellness Breakfasts
- Work closely with VP Comms to create promotional plans for events
- Work with President to plan GPS bonding events

- Ensure there are volunteers to help with setting up/clean up of events
- Book rooms for all events

### **VP Finance**

- Prepare forecasted event budgets
- Maintain and oversee financial records
- Present financial reports to the Executive
- Ensure that budget is being followed by Executive
- Ensuring that any materials/foods purchased are the lowest possible cost (this will involve looking at flyers)

### **Year Representatives**

- Assist a VP with their execution of duties and implementation of projects
- Act as student ambassador for undergraduate geography students
- Promote events and programs within their (year) community and in upper year classes
- Spread awareness by presenting to students in geography classes
- Coordinate with professors before presenting in classes

### **UDP Representative**

- Assist a VP with their execution of duties and implementation of projects
- Promote events and programs within the UDP community
- Spread awareness by presenting to students in classes that are within the Urban Development module
- Coordinate with professors before presenting in their classes
- Help to ensure that UDP students are represented at events (such as Career Night)

### **GIS Representatives**

- Assist a VP with their execution of duties and implementation of projects
- Promote events and programs within the GIS community
- Spread awareness by presenting to students in classes that are within the GIS module
- Coordinate with professors before presenting in their classes
- Work with Map Library to plan GIS Day
- Help to ensure that GIS students are represented at events (such as Career Night)

### **Ivey Representative**

- Currently enrolled in the dual degree program with Ivey and Geography
- Attend meetings with GPS
- Liaison between the two faculties
- Promote GPS Events to the other Geography students in Ivey
- Help to ensure that Ivey students are represented at events (such as Career Night)

### **External Representative**

- Find ways for GPS to work with other clubs
- Advertise GPS events to other faculties/departments (ex. Science)

- Spread awareness by presenting to students in classes
- Coordinate with professors before presenting in their classes
- Help VPs to advertise their events in other avenues

**SSSC Department Representative**

- Liaison between the SSSC and the Department of Geography
- Attend meetings with the GPS and Department Chair (with President)
- Keep the GPS informed of SSSC's social and academic plans
- Implement Social Science initiatives within the Department of Geography
- Advertise GPS Events in SSSC Meetings